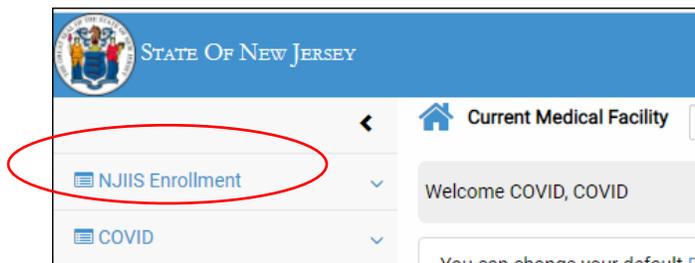


# Process for Creating New Users needed for COVID-19 Provider Agreement in NJIIS

When completing the Provider Agreement in NJIIS, you will need to have both your Primary and Backup Vaccine Coordinators associated with your facility prior to being able to complete the enrollment module. There will be a lag time between when you create the users and when they will show up in the system as there is a step on the NJIIS technical side that needs to occur. We will assure that all users created via this mechanism are completed within 24 hours of submittal.

If you need to add users to your facility's profile these are the steps you can follow:

1. Login to NJIIS
  - a. Please be sure to log into the specific site that the user you are creating will be associated with, this is specifically important for individuals who have access to multiple facilities.
2. Click NJIIS Enrollment form left navigation



3. Click User Enrollment



4. Complete the form for user to be enrolled

A screenshot of the 'User Enrollment and Training Request' form. The form is titled 'User Enrollment and Training Request' and has a 'User Information' section. It contains several input fields: Last Name, First Name, Middle Name, Email, Phone, Extn, Address Line 1, Address Line 2, City, State, Zip, County, and Municipality. The 'Add More User' button at the bottom right is circled in red. There are also 'Submit' and 'Reset' buttons.

5. Repeat step 4 as many times as needed to add more users as required.